



Indiana Department of Education

End-of-Course Assessments

To: School Test Coordinators

From: Michele Walker, Director of Student Assessment

Date: November 20, 2008

Re: Teacher Confirmation for Indiana End-of-Course Assessment Online Testing System – A1 and A2 Administration

Welcome to the Indiana End-of-Course Assessment iTester™ Online Testing Program hosted by Questar Assessment, Inc. Your School Test Coordinator has indicated you will be administering tests to students for the upcoming administration. As a teacher, you will be responsible for verifying systems are ready and managing the administration of the test on testing day(s).

Below is the Testing Calendar for 2008-2009:

Administration Window	Online Registration Deadline	Delivery Method: Content Area
Administration 1 (A1)		
December 8 –19, 2008 & January 5 – 16, 2009	December 5, 2008	Online: Algebra I, Biology I and English 11
Administration 2 (A2)		
February 9 – 27, 2009	February 6, 2009	Online: Algebra I, Biology I and English 11
Administration 3 (A3)		
May 4 – June 3, 2009	Online: May 1, 2009 Paper-and-pencil: February 27, 2009	Online: Algebra I, Biology I, and English 11 Paper-and-pencil: Algebra I, Biology I and English 11

Responsibilities of the Teacher/Test Examiner for the A1 and A2 Administration:

- Read and become familiar with Teacher/Test Examiner iTester™ User Manual.
- Participate in a Web training session.
- Become familiar with the testing accommodations available and arrange as needed.
- Notify students of testing dates and times.
- Confirm the iTester™ test taking application has been downloaded to all workstations before testing begins.
- Print student login information from the iTester Admin interface.
- Post a “Testing: Do Not Disturb” sign on the door to prevent interruptions.
- Follow the specific text in the “Directions for Testing” section of the Teacher/Test Examiner iTester™ User Manual.
- Answer student questions according to the guidelines in this manual.
- Notify the School Test Coordinator when all testing is completed.
- View Class Roster and Individual Student reports through the iTester Admin interface.

Information on how to perform the above tasks will be covered during the Interactive Web Training sessions, or you can access the Teacher/Test Examiner iTester™ Manual from the Help menu in iTester™ Admin interface for step-by-step instructions.

Interactive Web Training Sessions

Interactive web training sessions are scheduled to familiarize Corporation Test Coordinators, School Test Coordinators, and Teachers/Test Examiners with the online and paper-and-pencil testing process. These training sessions are scheduled prior to Administration 1 for A1 **and** A2, and prior to the A3 Administration for A3 only.

Note: A3 Web Training dates will be forthcoming.

Web Training Calendar for the 2008-2009 administrations of A1 and A2:

Training Session	Date	Time EST	Focus for Training
#1	Thursday, November 20, 2008	8:30 – 9:45 AM	CTC (only)
#2	Tuesday, November 25, 2008	3:00 – 4:15 PM	CTC/STC (combined)
#3	Tuesday, December 2, 2008	3:00 – 4:15 PM	Teacher and/or Examiner

Web Training Registration

To register yourself and your staff for a Web Training Session, please send the following information for each participant via **e-mail** to ECASupport@Questarai.com, or call Questar ECA Customer Support at 877-424-0322. **Note: If multiple people will be joining in on the same training under one login, indicate which person will be the lead contact and should be responsible for receiving the registration information.**

1. Date of Session
2. Participant's name
3. School name
4. E-mail address
5. Telephone number

Specific details on the web training site and login information will be sent several days prior to the web training.

Logging in to iTester™ Admin

To access the iTester™ admin, please make sure that your system meets these requirements:

- **Operating System (OS):** Windows OS 98 or above, or Macintosh OS X 10.4 or above.
- **Browser:** Internet Explorer 6.0 or greater, Netscape 6.0 or greater, Mozilla 1.70 or greater, or Apple Safari 1.2 or greater.
- Standard Internet connection.

Below is the NEW Web address, username, and password you will need to access the Indiana End-of-Course Assessment iTester™ Admin site for this administration.

- Web Address: <http://ineca.questarai.com/Admin>
- Username: {computer generated username}
- Password: {computer generated password}

If the link above is not active, follow these directions to access iTester™ admin:

1. Open your Internet browser;
2. Click once in the **Address** field of the browser window.
3. Type the **NEW** Web address: <http://ineca.questarai.com/Admin>
4. Press **Enter** on your keyboard to advance to the administrator log in page.
5. Type your username in the **Username** field.
6. Type your password in the **Password** field.
7. Click once on **Login**.
8. You will be prompted to change your password the first time you log in.

Help

If you would like to obtain step-by-step information explaining how to use the site before or after the Web Training, information can be obtained from the online **Help** menu. Four help options are available:

- CTC/STC iTester™ User Manual (PDF format)
- Teacher/Test Examiner User Manual (PDF format)
- Testing FAQ (PDF Format)
- E-mail Support

Additional Information

Indiana End-of-Course Assessment Related Questions and General Information:

IDOE's ECA Help Desk

Phone 317-232-9050

Email: ECA@doe.in.gov

Indiana ECA Computer-Based or Paper-and-pencil Testing Related Questions:

Questar ECA Customer Support

Phone: 877-424-0322

Email: ECASupport@questarai.com

Core 40 End-of-Course Assessment Web site:

www.doe.in.gov/core40eca

Note: For future reference, this memorandum will be posted at <http://doe.in.gov/core40eca/welcome.html>